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26 August 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU : Chief, Classification and Wage Division

SUBJECT : Central Processing of Travelers

REFERENCE : Organization and Methods Survey Report on Above Subject dated 7 July 1953.

1. **PROBLEM.** The above referenced Survey Report provided, in paragraph 4d, for the establishment of the detailed Tables of Organization necessary to carry out the purpose of the Report. This staff study proposes to establish the T/O for the Passenger Movement Branch, Transportation Division, LO, and to transfer certain positions from PMB to the Central Processing Branch of the Personnel Office.
2. **FACTS BEARING ON THE PROBLEM.**
 - a. Basic facts concerning this problem are brought out in the above referenced Survey Report.
 - b. An additional fact to be considered is that the Personnel Office is revising its T/O, including the entire CPB.
3. **DISCUSSION AND CONCLUSION.**
 - a. The above referenced Survey Report established T/O limitations as follows:

	<u>From</u>	<u>To</u>	<u>Change</u>	
Passenger Movement Branch				25X9
Central Processing Branch, Travel Section				25X9
Totals				

b.

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- c. Since, as stated in paragraph 2b above, a general revision of the Personnel Office T/O is in process it appears best to simply transfer to the CPB [REDACTED] existing PMB positions, together with present incumbents, so that they can be considered as a part of the total T/O to be submitted in the near future. The positions to be transferred are shown in Attachment B.
 - d. The four positions to be abolished are listed in Attachment C.
 - e. A revised Statement of Functions has been prepared (Attachment D) for PMB to emphasize the Branch's technical responsibility in accordance with the referenced Survey Report.

4. RECOMMENDATIONS.

- a. It is recommended that the proposed T/O for the PMB, attachment A, be approved, subject to action by the Classification and Wage Division with respect to grades proposed.
- b. It is recommended that the positions listed in Attachment B be transferred from PMB to CPB and that incumbents of these positions also be transferred to CPB.
- c. It is recommended that the positions listed in Attachment C be abolished.
- d. It is recommended that the functions for PMB stated in Attachment D be approved.

4 Attachments

CONCURRENCES:

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 CHIEF OF LOGISTICS

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 W. L. PEEL
 Management Officer

 Assistant Director/Personnel

 Date

 Date

Approved:

 Acting Deputy Director (Administration)

 Date

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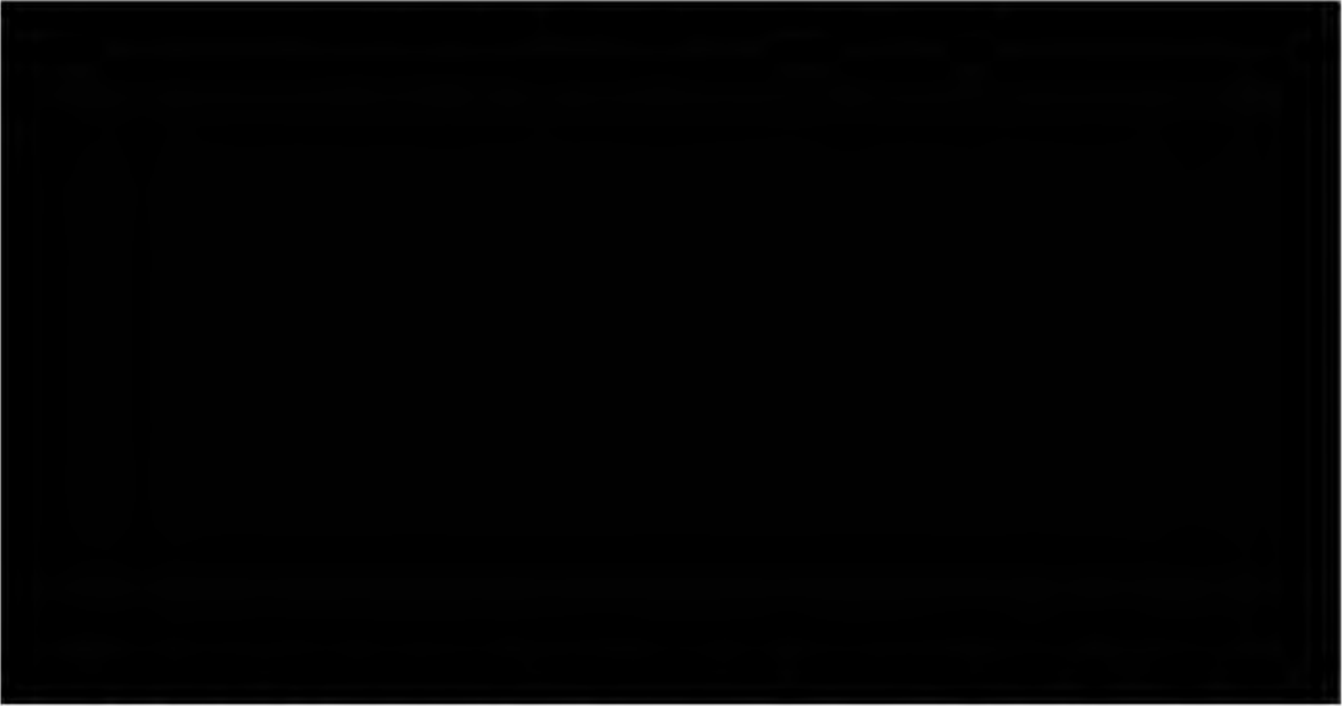
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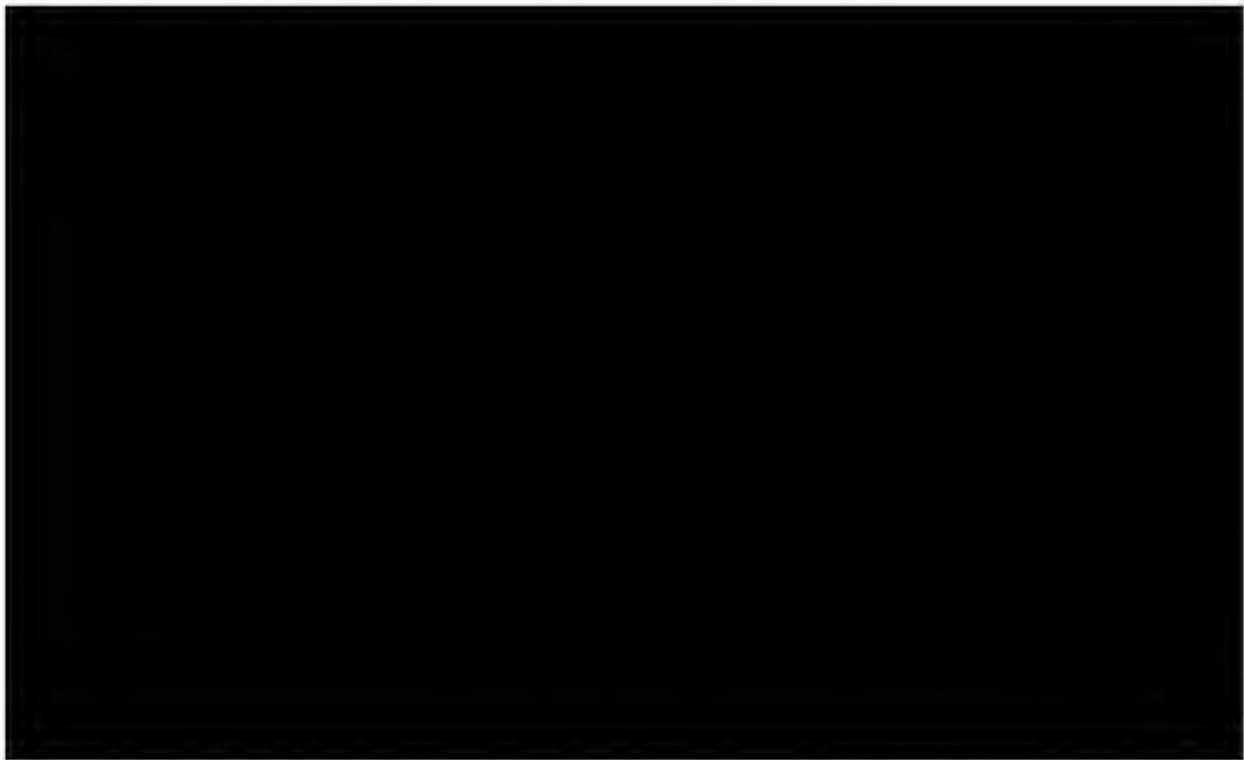
**FUNCTIONS OF THE PASSENGER MOVEMENT BRANCH,
TRANSPORTATION DIVISION, LOGISTICS OFFICE**

D

- 
5. Maintains liaison with other agency components, Governmental agencies, and commercial firms to carry out the Branch's staff and technical responsibility for the movement of personnel and personal property.
 6. Plans, arranges, coordinates, and directs the operations required to effect the movement of personal property of Agency employees.
 7. Arranges for the storage of household goods and personal effects of personnel when authorized, and takes action to effect payment for such charges.
 8. Certifies transportation charges for the movement of household goods, personal effects, privately owned automobiles, and baggage when such expenses were authorized.
 9. Arranges for chartered buses when required.
 10. Maintains a petty cash fund, and reimburses Agency employees who use taxi cabs or public transportation on official business.
 11. Makes presentations of functions of the Passenger Movement Branch in connection with Logistics training programs.

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together with present incumbents, so that they can be considered as a part of the total T/O to be submitted in the near future.

The positions to be transferred are shown in Attachment B.

- d. The four positions to be abolished are listed in Attachment C.
- e. A revised Statement of Functions has been prepared (Attachment D) for PMB to emphasize the Branch's Technical responsibility in accordance with the referenced Survey Report.

4. RECOMMENDATIONS.

- a. It is recommended that the proposed T/O for the PMB, Attachment A, be approved, subject to action by the Classification and Wage Division with respect to grades proposed.
- b. It is recommended that the positions listed in Attachment B be transferred from PMB to CPB and that incumbents of these positions also be transferred to CPB.

- c. It is recommended that the positions listed in Attachment C be abolished.
- d. It is recommended that the functions for PMB stated in Attachment D be approved.

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